

Application for
RECORDS DISPOSITION STANDARD

1. Application Date December 3, 1974	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. DHR-DMH-7		Date Received DEC 3 1974	Application No. 74-420 — 74-458	Date Completed DEC 24 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Central Georgia Human Resources Center Milledgeville, Georgia 31061		4. Person to Contact W. A. Clifton		
		5. Working Title Management Analyst II	6. File No. 453-4191	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest Dates of Series Some go back to early 1900 - to present	9. Exact Series Title Medical Service Files (AGENCY-WIDE COMMON STANDARD)
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10. What is the function of the office in which this record series is created?
Provides medical service and maintains records of care and treatment for inpatients and outpatients at a Mental Institution; collect and maintain medical information of services performed by physicians, psychiatrist, dentists, nursing care personnel and other disciplines; provide statistical data for use in evaluating the treatment program; maintain data concerning the patient for medical research; record data and maintain records of services rendered to patients in accordance with the State law governing patients rights; provide safeguards and record data concerning patients personal property; communicates and coordinates matters concerning patients with families; guardians, courts, etc., excludes patient's medical jackets.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).
- These documents relate to the development and direction of a program of psychiatric and medical care and treatment for patients treated in a Mental Institution, providing psychiatric and medical information, establishing and applying standards for psychiatric and medical care and treatment, conducting psychiatric and medical examinations, dental treatment and care and other types of medical services. Documents are in many forms that are used to make up statistic files, medical information files, medical care and treatment files, patient personal property and fund files, professional medical service files, laboratory service files, nursing care personnel service files, indexes and locator files, clinical record files, outpatient record files, consultation service files and dental service files.
 - Included are: see attached sheet.
 - File is arranged: See attached sheet.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers					
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Areas
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	Preceding Year's	All Prior Years

QUESTIONNAIRE Please an "X" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency?
In some cases a copy is in the patient's Medical Record folder. ☒ [X] ☐ []
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling?
Information to be released on proper authorization on a need to know basis. ☒ [X] ☐ []
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file?
In minor cases. ☒ [X] ☐ []
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what?
See attached sheet. ☐ [] ☐ []

24. REQUIREMENTS. The following requires the files to be kept see attached sheet years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☐ [] FISCAL YEAR ☐ [] OTHER _____, then:

- ☐ [] Hold in the current files area _____ month(s)/_____ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
- ☐ [] Destroy.
- ☐ [] Retire to Archives.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify) See attached sheet.

(Indicate briefly rationale for recommendations above/or write additional remarks):

7/29/74. *Concave, Thelma VanHoutte, RGA Director, Medical Record Services*

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>William E. [Signature]</i>	<i>Dec 3 '74</i>	<i>Charles A. Brandon</i>	<i>Dec 3, 74</i>
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>William M. [Signature]</i>	<i>12-19-74</i>
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll Hart</i>	<i>12-19-74</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Robert [Signature]</i>	<i>12-23-74</i>
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		

STATE RECORDS COMMITTEE

MEDICAL SERVICE FILES

<u>Appl. No.</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
74-420	BLOOD DONATION FILES - Documents relating to administering the blood donation program. Included are documents relating to blood grouping, blood collection, procurement of blood, method of payment and notifications concerning blood donations and related documents. Files are arranged by subject, thereunder by date.	Cut off at the end of each calendar year; then hold in current files area for 2 years, then transfer to Local Holding Area; hold 8 years; then destroy.
74-421	ALCOHOL AND NARCOTIC CONTROL FILES - Documents relating to the receipt, issuance and control of alcohol and narcotics. Included are letters, extract of laws, regulations and directives, cards and similar or related documents. Files are arranged by date.	Cut off at the end of each calendar year; then hold in current files area for 2 years, then transfer to Local Holding Area; hold 8 years; then destroy.
74-422	MEDICAL STATISTICAL REPORTING FILES - Documents reflecting statistical information quarterly, semi-annually, and annually on such matters as census, admissions, disposition (discharges, transfers, other type releases), bed capacity, number of beds occupied, outpatient treatments, specialized type of treatment and similar data. Files are arranged by report subject, thereunder by date.	Offices consolidating reports: Cut off at the end of each calendar year; then hold in the current files area for 4 years; then transfer to Local Holding Area, hold 10 years; then destroy.
74-423	MEDICAL STATISTICS MACHINE TABULATION FILES - Documents reflecting statistical data extracted from the individual medical records. Included are machine print-outs or similar documents. Files are arranged by date.	Cut off at the end of each calendar year; hold in current files area 1 year; then destroy. Earlier destruction is authorized.
74-424	WARD ACTIVITY REPORTING FILES - Documents reflecting data on ward activities. Included are ward personnel duty rosters, daily patient reports, daily treatment schedules, patient appointment schedules, patient rosters and similar or related documents. Files are arranged alphabetically, thereunder by date.	Cut off each month; then hold in current files area for 3 months; then destroy.

MEDICAL SERVICE FILES

<u>Appl. No.</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
74-425	MEDICAL CARE INQUIRY FILES - Documents reflecting inquiries received from private individuals and State officials for nonprivileged information on such matters as medical treatment received, status of physical condition, transfer of patients, eligibility for care and treatment, complaints concerning patients and other similar or related documents. Files are arranged alphabetically by patient or subject, thereunder by date.	Cut off at the end of each calendar year; then hold in current files area for 5 years; then destroy.
74-426	DEATH REGISTER FILE - A log or ledger consisting of the patient's name, age, sex, social security number, hospital case number, date of admission, cause of death, patient's residence, date of death and the hour, race or color, marital status, date of birth, occupation, place of birth, father's name, mother's name, veteran or not, whether autopsy was performed or not, doctor's name and date certificate was signed. File is arranged chronologically by date.	Retire to State Archives 5 years after date of last entry.
74-427	BIRTH REGISTER FILE - Log or ledger consisting of child's name, sex, whether single, twin or triple birth, date of birth; father's name, color or race, age, birth place, occupation, business or industry, hospital number; mother's maiden, first and middle name, address, color or race, birth place, etc. File is arranged chronologically by date.	Retire to State Archives on discontinuance of Institution.
74-428	MEDICAL RECORDS ACCESS FILES - Documents related to authorizing access to medical records. Included are requests for access, agreement, approvals of authorizations and similar or related documents. Files are arranged by date.	Cut off at the end of each calendar year; then hold in the current files area for 4 years; then transfer to local holding area; hold 6 years; then destroy.

MEDICAL SERVICE FILES

<u>Appl. No.</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
74-429	PHYSICAL MEDICINE REPORTING FILES - Documents reflecting such information as treatment of patients in the physical medicine service, clinics, participation and treatment in physical therapy, and other type therapies. Included are daily attendance reports relating to physical therapy and physical reconditioning; other type therapy participation reports and similar or related documents. Files are arranged by subject, thereunder by date.	Cut off at the end of each calendar year; then hold in current files area for 1 year; then destroy.
74-430	LOCAL FACILITY INSPECTION REPORTING FILES - Documents relating to internal sanitary inspection of hospitals such as inspections of wards, dining area and foods, barber and beauty shops. Included are inspection reports, reports of corrective action taken, reclamer and similar or related documents. Files are arranged alphabetically by organization, thereunder by date.	Cut off at the end of each calendar year; then hold in current files area for 1 year; then destroy. <i>Superseded 8/19/97 cos</i>
74-431	OPERATION ORDER AND SCHEDULE FILES Documents used to order and schedule operations. Included are operation notices, surgery rosters and similar or related documents. Files are arranged by date.	Cut off each month; then hold in current files area for 3 months; then destroy.
74-432	WARD CONTROL CARD FILES - Documents used by wards to account for patients assigned to it, nursing assessment information, special diets and special authorized privileges. Included are cards, lists and similar or related documents. Files are arranged alphabetically.	Destroy on discharge or transfer of patient. Earlier destruction is authorized.
74-433	SERIOUSLY ILL FILES - Documents used for informing the patients next of kin or other appropriate persons when the patient is seriously ill. Included are letters, memo for record of telephone calls and similar or related documents. Files are arranged by date.	Cut off each calendar month; then hold in the current files area for 3 months; then destroy.

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<u>Appl. No.</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
74-434	PATIENT ABSENCE FILES - Documents reflecting patients on convalescent leave, temporary visit, left without consent absence. Included are authorization for absence, notification to appropriate authorities of patients that left without consent and similar or related documents. Files are arranged alphabetically by patient.	Destroy on return of patient or when no longer needed.
74-435	PATIENT TRANSFER FILES - Documents relating to the transfer of patients between Institutions or other treatment facilities. Included are requests for transfer, recommendations, authorizations and similar or related documents. Files are arranged by date.	Cut off each month; then hold in current files area for 3 months; then destroy.
74-436	PATIENT PERSONAL FUNDS RECORD FILES - Documents reflecting receipt and return of moneys deposited by the patients in an Institution with the custodian of the patients' fund. Included are patients' deposit records, authorization slips, vouchers, receipts, correspondence and similar or related documents. Files are arranged alphabetically by patient or may be filed just by date of transaction.	Cut off on withdrawal of all money; then hold in current files area for 3 years; then destroy.
74-437	PATIENT PERSONAL FUNDS ACCOUNTING FILES - Documents reflecting all transactions involving money or patients in an Institution. Included are checkbooks, receipt books, patients fund journals, ledgers and similar or related documents. Files are arranged chronologically by date.	Cut off at the end of each calendar year; then hold in current files area for 3 years; then destroy.
74-438	PATIENT VALUABLES AND/OR PERSONAL PROPERTY FILES - Documents reflecting the receipt and return of patients valuables and/or personal property, exclusive of patients funds. Included are property slips, tags, receipts, and similar or related documents. Files are arranged alphabetically by patient.	Upon return of valuables to patient or other person authorized to receive such valuables, place all papers in the inactive file; cut off the inactive file at the end of each calendar year, then hold in current files area 1 year; then destroy.

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<u>Appl. No.</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
74-439	PROFESSIONAL CONSULTANT CONTROL FILES - Documents relating to utilization, appointment duties, responsibilities and compensation of professional consultants. Included are biographical sketches, travel documents and similar or related documents. Files are arranged alphabetically by consultant.	Cut off on termination of the appointment; then hold in current files area 1 year; then destroy.
74-440	MEDICAL LABORATORY PERFORMANCE REPORTING FILES - Documents reflecting information on performance factors, number and source of specimen received, status of equipment, workload and/or backlog and similar data. Files are arranged by date.	Cut off at the end of each calendar year; then hold in current files area for 2 years; then destroy.
74-441	CLINICAL AND PATHOLOGICAL LABORATORY FILES - Documents used by laboratories for informational, training, or research purposes. Included are copies of autopsy protocols and copies of reports on the pathological examination of surgical and autopsy tissues and similar or related documents. Files are arranged alphabetically by subject, thereunder by date.	Cut off at the end of each calendar year; then hold in current files area for 3 years; then transfer to local storage area and hold for 2 years; then destroy.
74-442	PATIENT CONDITION REPORTING FILES - Documents used to keep the Director of Nursing Service informed on patients condition and of ward activities which affect the workload and determine assignments of personnel. Included are shift and/or twenty-four hour reports and similar or related documents. Files are arranged by date.	Cut off each month; then hold in current files area 3 months; then destroy.
74-443	TEMPERATURE, PULSE AND RESPIRATION FILES - Documents reflecting temperature, pulse, and respiration of patients in the ward. Included are cards, lists and similar or related documents. Files are arranged by date, by patient.	Destroy after data has been recorded in the individual patient's medical records.

MEDICAL SERVICE FILES

<u>Appl. No.</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
74-444	PATIENT MEDICAL RECORD INDEX FILES - Documents reflecting patient names, case numbers assigned and other identifying items. These documents are used for establishing individual histories of admission at an Institution and are used for locating medical records or other identifying data. Files are arranged alphabetically by patient.	Upon discharge or death of patient, place all cards in the inactive file, effective January 1, 1975, cut off the inactive file in 10 year blocks; then hold in current files area 25 years; then retire to State Archives. Maintenance Instructions - Files dated prior to January 1, 1975, will be treated as a separate file and not purged; however, as these cards are pulled for reference, active medical patient index cards will be moved forward to the Active Patient Records Index Files.
74-445	OUTPATIENT RECORD INDEX FILES - Cards used as nominal indexes to outpatients records. Included are names of patients, case numbers, etc. Files are arranged alphabetically by patient.	Cut off on transfer or termination of outpatient treatment; then hold in current files area 1 year; then destroy.
74-446	X-RAY INDEX FILES - Documents used for locating x-ray films. Included are nominal pathological indexes and similar or related documents. Files are arranged alphabetically, thereunder by date.	Destroy indexes concurrently with the x-ray files to which they pertain.
74-447	PHYSICAL MEDICINE TREATMENT FILES - Documents relating to patients treated in a physical medicine clinic. Included are cards, forms, and similar or related documents. Files are arranged alphabetically by patient. thereunder by date.	Cut off each calendar year after completion of treatment; then hold in current files area for 1 year; then destroy. Earlier destruction is authorized provided pertinent information has been incorporated in the patient's medical record folder.
74-448	ORTHOPEDIC WORK ORDER FILES - Documents reflecting requests for construction of appliances. Included are plain cards, ruled cards, forms and similar or related documents. Files are arranged by date.	Cut off each calendar year; then hold in current files area for 2 years; then destroy.

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<u>Appl. No.</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
74-449	ELECTROENCEPHALOGRAPHIC TRACING FILES - Documents reflecting electrical activity of the brain. Included are graphic recordings and similar or related documents. Files are arranged alphabetically by patient, thereunder by date.	Cut off each calendar year; then hold in current files area for 3 years; then destroy.
74-450	ELECTROCARDIOGRAM TRACING FILES - Documents reflecting electrical activity of the heart. Included are graphic recordings and similar or related documents. Files are arranged alphabetically by patient, thereunder by date.	Cut off at the end of each calendar year; then hold in current files area for 3 years; then destroy.
74-451	SPECTACLE ISSUE FILES - Documents reflecting the diagnosis and types of spectacles prescribed and issued. Included are prescriptions, cards, and similar or related documents. Files are arranged alphabetically by patient, thereunder by date.	Cut off at the end of each calendar year; then hold in current files area for 1 year; then destroy. Earlier destruction is authorized.
74-452	EMPLOYEE MEDICAL FILES - Documents reflecting medical care and treatment furnished to employees by Institutions. Included are records of laboratory and x-ray findings, correspondence relating to the physical condition and medical history of employees and records reflecting treatment furnished and absences from work caused by injury. Files are arranged alphabetically by employee, thereunder by date.	Cut off on termination of treatment; then hold in current files area 3 months; then transfer to Personnel Office to be incorporated into the individuals personnel folder.
74-453	DENTAL REPORTING FILES - Documents containing summary of dental services performed; cases diagnosed, operations performed and similar information. Included are dental services reports, laboratory reports, correspondence and similar or related documents. Files are arranged by date.	Cut off at the end of each calendar year; then hold in current files area 1 year; then destroy.

MEDICAL SERVICE FILES

<u>Appl. No.</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
74-454	DENTAL WORKSHEET AND TABULATION FILES - Documents used in preparing dental reports and summaries. Included are worksheets, tabulations and similar or related documents. Files are arranged by date.	Cut off each month; then hold in the current files area for 3 months; then destroy.
74-455	PROSTHETIC CASE FILES - Documents reflecting the type of denture work completed. Included are dental prosthetic case forms prepared for each individual and similar or related documents. Files are arranged alphabetically by patient, thereunder by date.	Cut off each quarter; then hold in the current files area for 6 months; then destroy.
74-456	EXTRA ORAL DENTAL X-RAY FILES - X-rays involving oral surgery in connection with jaw fractures and diseases, skull fractures, injuries and plates, bone grafting and similar conditions. Files are arranged alphabetically by patient, thereunder by date.	Cut off at the end of each calendar year; then hold in current files area for 5 years; then destroy.
74-457	DENTAL X-RAY PROJECT FILES - Documents relating to dental research projects. Included are studies and similar or related documents. Files are arranged alphabetically by project.	Cut off on completion of the project; then hold in current files area for 3 years; then transfer to local storage area for 5 years; then destroy.
74-458	DENTAL X-RAY TEACHING FILES - Documents used for teaching and training purposes at those Institutions where an authorized teaching or training program is in effect. Included are selected groups of dental x-rays and related documents. Files are arranged alphabetically, thereunder by subject.	Destroy when no longer needed for teaching or training purposes.